Exhibit D

Company Benefits

Verizon's benefits plans and programs (including, but not limited to, insurance, pension and retirement, and medical plans) are provided to us as compensation and we must use these benefits honestly. We will only use employee and related benefits for ourselves and other persons legitimately covered by benefit plans. We will provide complete and accurate information about covered members and ourselves as required for employee-related benefits plans. We will not misrepresent our health status or other reasons for absence (for example, misrepresenting one's health condition or receiving disability benefits while working on another job).

Company Funds

How we treat company funds has a direct impact on Verizon's overall financial success. We will handle company funds responsibly.

See Also: *Maintaining and/or Approving Records, p. 33*

WHAT ARE COMPANY FUNDS?

Company funds are any monies, documents or records that have or represent financial value. Company funds include, but are not limited to, currency, checks, vouchers, credit or charge cards, receivables, payables, money orders, postage, bills, benefits enrollment forms, reimbursement claims, estimates, paychecks, expense reimbursements and invoices.

See Also: *Collection of Funds for Non-Work Purposes, p. 21*

Protection, Use and Recording of Funds
We will:

- Protect all company funds, especially those funds entrusted to us.
- Abide by company policies for the security of company funds.
- Ensure that the company receives good value in exchange for company funds or personal funds that will be reimbursed by the company.
- Only seek reimbursement for expenses that are reasonable, actual and authorized.
- Accurately, honestly and timely prepare records of funds and related transactions.
- Ensure records that we approve reflect appropriate use of company funds and are accurate, honest and prepared timely.

Personal/Unauthorized Use of Funds
We will not use company funds for personal use or for corporate business that is not approved.

Use of Corporate Credit Card
We will use our corporate credit card only for authorized Verizon business.

(continued)